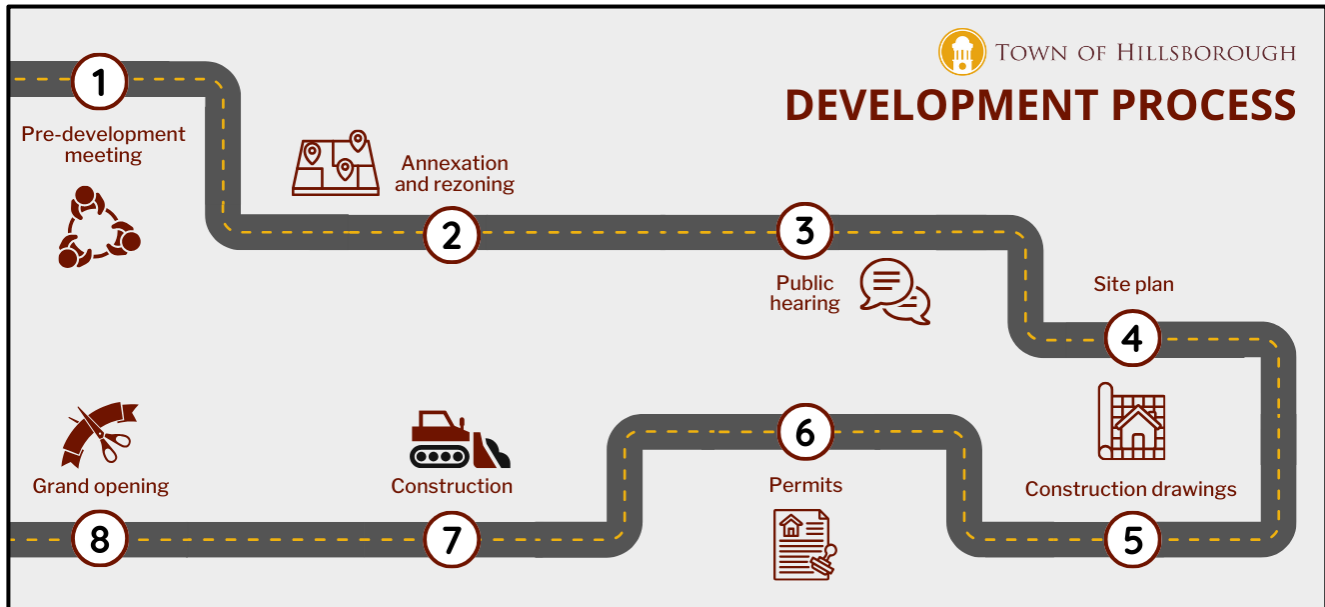




The Development Process

The Planning and Economic Development Division works to recruit business and development that match the town's needs and planned growth. Additionally, businesses and builders that want to be located here can initiate the process for doing so. The process for each development is different; however, these steps are the general progression.



Step 1: Pre-development meeting

Pre-development meetings are offered to exchange preliminary project information. Town staff review the development process for the specific project and recommend how best to proceed.

Step 2: Annexation and rezoning

For projects requiring annexation or rezoning, the Hillsborough Planning Board reviews the proposed development and provides a recommendation to the Hillsborough Board of Commissioners, which then votes on the proposed development.

The town's considerations include:

- Whether the project would benefit the town, residents and existing water and sewer customers.
- Whether the project would burden town services compared to the revenues received.
- Whether the property is within town limits or must be annexed.
- Whether the project aligns with the desired smart growth identified in the Hillsborough Comprehensive Sustainability Plan.
- What stresses the project would place on existing infrastructure, staff resources and sustainability.

Step 3: Public hearing

The best time for the public to provide input is during major community planning projects, like the recently completed Comprehensive Sustainability Plan. These major plans guide future growth decisions over several years.

Residents can stay informed about the specific projects under development review by attending meetings of the Planning Board and Board of Commissioners, reviewing agendas or minutes or watching the town board's meetings online. Individuals can share thoughts about projects during the quarterly public hearings held jointly by the two boards.

Some development activities are subject to public notice and public hearings. For items requiring public hearings, property owners within 500 feet of the subject property will receive a written notice. Additionally, signs are placed on the property indicating a public hearing is occurring and legal ads are posted in the local newspaper to inform residents.

Step 4: Site plan

A site plan is a graphic representation of all existing and proposed improvements to a site. The single depiction incorporates all aspects of landscaping, construction, paving, utilities, and terrain features.

If a property is already zoned for the owners' intended use, the project skips steps 1-3.

Step 5: Construction drawings

These drawings can include:

- Floor plans — Aerial view without a roof. Each construction level typically has a unique plan.
- Elevation drawings — Side view of structures showing vertical height.
- Mechanical and electrical drawings — Design and locations of the power structures.
- Plumbing and drainage drawings — View of how water moves in and out of the building.

Step 6: Permits

The builder must receive permits before starting construction. The town issues [zoning compliance permits](#). These permits ensure properties in the town's zoning authority comply with requirements set in the [Unified Development Ordinance](#), rules that regulate development. In most cases, a building permit is also required. In Hillsborough, [Orange County](#) issues building permits.

Step 7: Construction

During the construction process, inspections occur to make sure the building meets the construction requirements set by law. In Hillsborough, [Orange County](#) conducts building inspections. Relevant Town of Hillsborough divisions and departments conduct inspections of site features such as lighting, parking spaces and water and sewer infrastructure to make sure the construction conforms with the approved plans.

Step 8: Grand opening

Everything is complete and ready for the public!